

JANUARY 2007

TrackOne Workgroup Comparison

Table of Contents

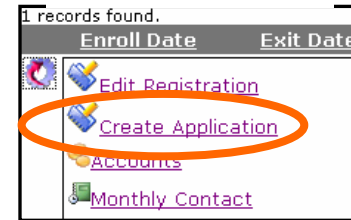
APPLICATION AND ENROLLMENT	2
Edit Application	2
Family Income	3
Barriers	4
Intake site (at time of application)	5
SERVICES/ACTIVITIES	6
Backdating Start Dates	6

Application and Enrollment

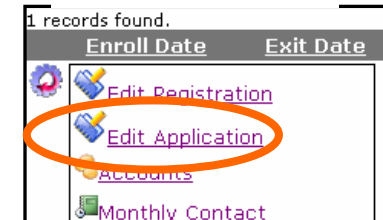
Edit Application

Once an application is created (and saved the first time), the application is accessed via the “Edit Application” off the action icon. The General users have the ability to go back and edit/update most fields on the application. However, there are a few fields which are “read only” and can only be updated by a Master User.

Before App. is created



After App. is created



Indiana Workforce -- Workgroup

Edit Application

Applicant Information – Citizenship and Selective Service

These two fields are “read only” once the application is created.

Applicant Information—Identify the following basic information about the applicant. If these values are empty, you must return to the edit client record to update

Name: Doe, JaneTest
 Address:* 123 Main Streetq
 Zip Code:* 46202
 City:* Indianapolis
 State:* IN
 County: Marion
 Home Phone:* 317-750-3382
 Birthdate:* 12/12/1987
 Documented By: -- SELECT --
 Gender:* Female
 Social Security Number: 999-55-5555
 Documented By: -- SELECT --
 Citizenship:* -- SELECT --
 Documented By: -- SELECT --
 Hispanic/Latino Ethnicity: Did Not Identify
 American Indian/Alaskan Native: ☐
 Asian: ☐
 Black/African American: ☒
 Hawaiian/Pacific Islander: ☐
 White/Caucasian: ☒
 Selective Service Registration:* 4
 Documented By: -- SELECT --

Indiana Workforce - Master User -- Workgroup

Edit Application

Applicant Information – Citizenship and Selective Service

Master user has access to change these two fields.

Applicant Information—Identify the following basic information about the applicant. If these values are empty, you must return to the edit client record to update

Name: Doe, JaneTest
 Address:* 123 Main Streetq
 Zip Code:* 46202
 City:* Indianapolis
 State:* IN
 County: Marion
 Home Phone:* 317-750-3382
 Birthdate:* 12/12/1987
 Documented By: -- SELECT --
 Gender:* Female
 Social Security Number: 999-55-5555
 Documented By: -- SELECT --
 Citizenship:* U.S. Citizen
 Documented By: -- SELECT --
 Hispanic/Latino Ethnicity: Did Not Identify
 American Indian/Alaskan Native: ☐
 Asian: ☐
 Black/African American: ☒
 Hawaiian/Pacific Islander: ☐
 White/Caucasian: ☒
 Selective Service Registration:* Not Required
 Documented By: -- SELECT --

Family Income

Indiana Workforce -- Workgroup

Edit Application

Family Income

All fields in this section are “read only” once the application is created.

Family/Income-Income information is required only for Youth seeking to qualify based on income. Fill in the information below, and the system will determine eligibility for Low Income status.

Number In Family:	3
Family Income for previous 6 Months:	5000.00
Homeless:	False
Foster Child:	False
Food Stamps:	Receiving
TANF:	False
General Assistance:	False
Refugee Cash Assistance:	False
SSI-SVA Title XVI:	False
Low Income:	True

All fields Read Only

Indiana Workforce - Master User -- Workgroup

Edit Application

Family Income Service

Master user has access to change all of these fields.

Family/Income-Income information is required only for Youth seeking to qualify based on income. Fill in the information below, and the system will determine eligibility for Low Income status.

Number In Family:	3
Family Income for previous 6 Months:	5000.00
Homeless:	<input type="checkbox"/>
Foster Child:	<input type="checkbox"/>
Food Stamps:	Receiving
TANF:	<input type="checkbox"/>
General Assistance:	<input type="checkbox"/>
Refugee Cash Assistance:	<input type="checkbox"/>
SSI-SVA Title XVI:	<input type="checkbox"/>
Low Income:	True

All fields are editable.

Barriers

Indiana Workforce -- Workgroup

Edit Application

Barriers

Disabled, Youth Needs Assistance, Locally Defined Barrier in this section are “read only” once the application is created.

Application - Barriers	
Disabled:*	No
Limited English:	<input type="checkbox"/>
Substance Abuse:	<input type="checkbox"/>
Poor Work History:	<input checked="" type="checkbox"/>
TANF Exhaustee:	<input type="checkbox"/>
Basic Skill Deficient:	<input type="checkbox"/>
Offender:	<input type="checkbox"/>
Pregnant/Parent Youth:	<input checked="" type="checkbox"/>
Youth-Needs Assistance:	False
Runaway:	<input type="checkbox"/>
High School Dropout:	<input type="checkbox"/>
Locally Defined Barrier:	False
Local Barrier Description:	

Indiana Workforce - Master User -- Workgroup

Edit Application

Barriers

Master user has access to change the barriers.

Application - Barriers	
Disabled:*	No
Limited English:	<input type="checkbox"/>
Substance Abuse:	<input type="checkbox"/>
Poor Work History:	<input checked="" type="checkbox"/>
TANF Exhaustee:	<input type="checkbox"/>
Basic Skill Deficient:	<input type="checkbox"/>
Offender:	<input type="checkbox"/>
Pregnant/Parent Youth:	<input checked="" type="checkbox"/>
Youth-Needs Assistance:	<input type="checkbox"/>
Runaway:	<input type="checkbox"/>
High School Dropout:	<input type="checkbox"/>
Locally Defined Barrier:	<input type="checkbox"/>
Local Barrier Description:	

All fields are
editable.

Intake site (at time of application)

At the time a user creates an application his/her organization is attached to the application (and period of participation). This intake site is then used for all regional and service provider reports for intensive service clients. (This assignment determines which region and service provider get credit for the client's outcomes.)

A general user cannot change the intake site assignment. A master user has the ability to change the site location within their region. This can be done with no other contact with another region. If a client is to be reassigned to a new region, then it is up to master users from the two regions to work out the agreement and to follow the guidelines setup by DWD. (See [TTGB 2006-10, Transferring a Participant from One Region to Another Region in TrackOne](http://www.in.gov/dwd/partners/docs/TTGB_2006-10.pdf). Located at http://www.in.gov/dwd/partners/docs/TTGB_2006-10.pdf.)

Indiana Workforce -- Workgroup

Edit Application

Intake site (at time of application)

The General User cannot change the intake site. The new Application and Enrollment screen now has an Organization column which is the site which created the application.

The list below displays the client's applications. To record a new application, click the **New Application** button. To edit an existing application, select the **Edit Application** option from the **Action** menu next to the desired record. If the application has been processed and the client is acceptable for enrollment, select the **Enrollment** option from the **Action** menu to add or edit the enrollment.

1 records found.

Enroll Date	Exit Date	App. Date	Interviewer	Organization	Eligibility
12/31/2006		12/31/2006	Jeff Murphy	Vincennes - Greene	ABG

The General User will have read only access to the Organization on the application screen.

Application - Basic Client Information

Application Date:* 12/31/2006

Planned Exit Date:

Organization: Vincennes - Greene

Indiana Workforce - Master User -- Workgroup

Edit Application

Intake site (at time of application)

Master user has access to the intake site organization. When a Master User accesses an "Edit Application" screen then the Organization field at the top of the screen provides a drop down pick list of all organizations (or service provider locations.)

Application - Basic Client Information

Application Date:* 12/31/2006

Planned Exit Date:

Organization:* Vincennes - Greene

- Transition Resources - Crawford
- Transition Resources - Floyd
- Transition Resources - Harrison
- Transition Resources - Scott
- Transition Resources - Washington
- Vincennes - Brown
- Vincennes - Daviess
- Vincennes - Dubois
- Vincennes - Gibson
- Vincennes - Greene
- Vincennes - Knox

Services/Activities

Backdating Start Dates

Indiana Workforce -- Workgroup

Services/Activities

Backdating Start Dates

General Users **are not allowed** to backdate service records more than 3 business days.

Activity

To add an activity, enter the following information.

Please address the following:

- You may only backdate up to 3 business days

Begin Date:* 12/26/2006

Service/Activity Title: 1-on-1 Counseling - In-depth assessment s

Line Code: NA

Service Type: Comprehensive Assessment

Indiana Workforce - Master User -- Workgroup

Services/Activities

Backdating Start Dates

Master Users **are allowed** to backdate service records more than 3 business days.

Activity

To add an activity, enter the following information.

Begin Date:* 12/27/2006

Service/Activity Title: 1-on-1 Counseling - In-depth assessment s

Line Code: NA

Service Type: Comprehensive Assessment

Provider: Indiana WorkOne System

Funding Stream:* WIA-Adult

NOTE: Master Users need to use discretion when back dating service records.